



CODE OF CONDUCT VIOLATION

Date of the violation:	
Time of the violation:	
Place of the violation:	
Violation:	
Reference in Personnel Policy:	
Names of Witnesses:	
Circumstances surrounding the violation:	
Recommended Sanction (see Section 9.8):	
Reasons for Recommended Sanction (see Section 9.14):	

This report shall be provided to the CAO no later than thirty (30 working days after the violation of the Code of Conduct.

Received by C.A.O. on _____(date) _____(signature)

Reference: Town of Two Hills Personnel Policy Section 9